



CROW TRIBE EXECUTIVE BRANCH

Bacheeitché Avenue
P.O. Box 159
Crow Agency (Baaxuwuashé), Montana 59022
Phone: (406) 638-2059

Alvin Not Afraid, Jr.
CHAIRMAN

Carlson Goes Ahead
VICE-CHAIRMAN

R.Knute Old Crow Sr.
SECRETARY

Shawn Backbone
VICE-SECRETARY

JOB ANNOUNCEMENT CROW NATION HEALTH DEPARTMENT

POSITION: Administrative Assistant

SALARY: DOE

DEPARTMENT: Crow Nation Health Department

OPENED/CLOSED: until filled

ACCOUNTABLE TO: Health Department Director

CLASSIFICATION: Regular Full-Time, Covered, Non-exempt

HOW TO APPLY: Submit an application, resume, credentials and (3) current letters of recommendations to Crow Tribal Human Resources, PO Box 159, Crow Agency, Montana 59022. Application packets can be picked up at the office of Personnel. Phone: 406.679.1568

SUMMARY OF WORK : This position serves as the Administrative Assistant to the Director of the Crow Health Administration. This position will obtain data from the employees within the department and create work flow chart. Must adhere to policies and procedures of Crow Health Department and Crow Tribe. This position shall assist the Director of Crow Health Administration with quarterly reports, ordering supplies, reviewing GSA guidelines and enforcing policies.

JOB CHARACTERISTICS:

NATURE OF WORK: This position performs duties requiring alertness, accuracy and patience. This position requires ability to perform multiple tasks simultaneously, deal with stress, handle sitting at the computer for long periods of time and adhering to standards of confidentiality. This position will assist the Director of the Crow Health Administration with all aspects of administrative support including developing charts, graphs, and power point presentations.

PERSONAL CONTACTS: This position is in minimal contact with the public and daily contact with the Crow Health Administration Staff. Position requires personal contact daily with the Director of the Crow Health Administration and other Tribal employees as needed.

SUPERVISION RECEIVED: General supervision from the Director of Crow Health Administration.

SUPERVISION EXERCISED: N/A

ESSENTIAL FUNCTIONS: Position requires ability to collect data with various tools including surveying clientele, and program evaluation. Must be able to communicate verbally, use a computer, fax machine, copier, scanner, Microsoft word and Microsoft Excel file, and other applicable technology. This position must observe all confidentiality, and privacy regulations pertaining to services.

AREAS OF ACCOUNTABILITY:

It is essential that candidate for the position must be able to generate reports, knowledge of Microsoft office including the use of power points, and excel.

- Collect data from drivers and generalists weekly and summarize into a report.
- Update all program patient forms and other forms for documentation.
- Coordinate, organize, and implement mandatory trainings for staff of Crow Health Administration such as (CPR, HIPAA, and BACK GROUND CLEARANCES ETC.)
- Adherence to HIPAA confidentiality and privacy regulations.
- Assist with Director of Crow Health Administration quarterly reports.
- Fill in for Director of Crow Health Administration as directed.
- Ensure satisfaction survey is completed 1x per quarter and generate report for supervisor along with recommendations to improve program.
- Must performs other related duties as assigned and required.

JOB REQUIREMENT:

KNOWLEDGE: This position requires knowledge of tribal management policies, federal/state regulations geared toward Indian Health Services, GSA administrative support functions, organizational structure of the Crow Health Department and office management.

SKILLS: This position requires skills in data collection including computer software/hardware to generate reports, and other office equipment and appropriate technology. This position must have skills in management, and supervisory. This position must have good organization skills and great verbal/written communication skills.

ABILITIES: This position requires the ability to follow verbal instructions, remain calm when handling emergency situations, be patient and courteous, use tact with difficult people, legally operate a GSA

vehicle, establish effective working relationships with fellow employees, must adhere to strict standards of confidentiality, and must have an understanding of the Crow Health Administration and Crow Tribal Government.

EDUCATION AND EXPERIENCE:

High School Diploma required. Associate's Degree preferred. Must be able to pass a background clearance, have driver's license.